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ABSTRACT

To assist the youthful learner of English as a second language in dealing with job interviews, a series of dialogs, comprehension questions, readings, and points of discussion are presented. The text is illustrated with pen-and-ink drawings. (JB)

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STUDENT LESSON #3

FINDING A JOB
UNIT II
THE JOB INTERVIEW

English for Living

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OBJECTIVES

When you finish this module you will be able to:

1. Prepare for a job interview.
2. Go on a job interview.

SITUATION SETTER

After you have applied for a job, you will probably be asked to come for an interview. The job interview is very important and usually determines whether or not you will be hired. Here is information about preparing and going for the job interview.

INTRODUCTION TO THE JOB INTERVIEW

This is a story about Bruno's job interview. He is applying for the management training program of The Star Ice Cream Corporation.

1. Bruno is learning many things about the job and the company where he will have his interview. He is also thinking about his experience, education, and qualifications. He wants to be ready to answer the interviewer's questions.

2. Bruno is making sure that he knows how to travel to the interview. He finds out how long the trip will take. If he misses the bus, is there another way that he can get there?

3. Bruno is dressing carefully and neatly. He makes sure that his suit is clean and pressed. His shoes are shined. It is better not to wear casual clothes like jeans. The interviewer may not like it.

4. Bruno's interview is at 9:00. While he eats breakfast, he is watching the clock very carefully. He must not be late, or he won't get the job!

5. Bruno arrives at the company a few minutes early. That's good; he can relax before his interview. The secretary asks him to sit down and wait.

6. At 9:00 o'clock, Bruno is told to go into Mr. Brown's office. Bruno waits for Mr. Brown to tell him where to sit. Bruno is a little nervous, but that's alright, everybody is.

THE INTERVIEW

7. Bruno thanks Mr. Brown and sits down. He tries to remember everything that he has learned about a job interview: Don't smoke unless you are invited to, don't chew gum, try not to show your nervousness, and sit still. Remember good manners. Say "Please," "Thank you," "Good morning," and "Good-by," when it is time to leave. Calling Mr. Brown "Sir" will also help to show your respect for him.

8. While Bruno is being interviewed, he looks right at Mr. Brown. He does not look down at the floor. That's important! Bruno answers all of Mr. Brown's questions clearly and honestly. Bruno shows Mr. Brown that he knows something about his company and about the job. Bruno feels as if he is bragging, but he knows that he must convince Mr. Brown that he has the experience, education, and ability to do a good job.

BRUNO GETS THE JOB

9. The interview is almost finished. Mr. Brown gives Bruno a chance to ask questions. Bruno is happy when Mr. Brown says, "Well, we'll see you Monday morning at 9:00. Welcome to our company." Bruno knows that it is time to leave.

10. Bruno stands up, thanks Mr. Brown for seeing him, and leaves the office. Bruno has a new job. Congratulations, Bruno!

QUESTIONS ON THE INTERVIEW

1. What are some of the things that you can do to get ready for the interview?
2. How should you dress for a job interview?
3. Is it important to be on time? Why?
4. When you enter the interviewer's office, how do you know where to sit?
5. Is it a good idea to smoke during the job interview?
6. Is it polite to look directly at the person who is interviewing you?
7. Is it polite to talk about your achievements?
8. Should you ask the interviewer questions?
9. How do you know when the interviewer is finished?
10. Should you thank the interviewer?

BACKGROUND TO THE DIALOG

Bruno has entered the interviewer's office. He has been asked to sit down. The interview is going to start.

DIALOG – THE JOB INTERVIEW

Mr. Brown is sitting behind a big desk. There are many chairs in his office. Bruno comes into the office.

Mr. Brown: Good Morning.

Bruno: Good morning, sir.

Mr. Brown: Won't you sit down?

Bruno: Thank you.

Mr. Brown: I have your application for the job, and you seem to be qualified. I would like to know a little more about you. First, what made you apply for this job?

Bruno: Before I came to this country, I worked part time in a restaurant. I have always enjoyed restaurant work.

* * *

Mr. Brown: How much schooling have you had?

Bruno: I have my high school diploma, I studied Business and Accounting in high school.

Mr. Brown: Do you think you speak English well enough to be a manager?

Bruno: Yes, I do. I've already passed the Test of English as a Foreign Language. When I worked in the restaurant in my country, I spoke English with the tourists. I also got very good grades in my English classes in high school.

Mr. Brown: What are some of the other things that you like to do?

Bruno: I enjoy reading, and I like to paint. I also like to play baseball on the weekends.

Mr. Brown: Your letters of recommendation are good. Do you plan to go to college?

Bruno: Yes, I have been thinking about taking courses at the State College. I would like to work during the day and go to school one or two nights a week.

* * *

Mr. Brown: That's good. Do you have any questions that you would like to ask?

Bruno: Yes, what is the starting salary?

Mr. Brown: $150 a week. We also have a health plan.

Bruno: How long would I have to work before I could get a promotion?

Mr. Brown: If you have the ability, and you work hard, you won't have any trouble getting a promotion. If you don't have any more questions, you can start Monday at 9:00. Go to Mr. Black on the second floor.

Bruno: (Bruno knows that this is the end of the interview. Mr. Brown has reached out his hand. Bruno stands up, shakes hands, and starts to leave.) Thank you, Mr. Brown. I'll do my best. Good-bye.

* * *

COMPREHENSION QUESTIONS

1. Why did Bruno apply for the job?
2. Does Bruno think that he speaks English well enough to be a manager?
3. What are some of the things that Bruno likes to do?
4. Is Bruno planning to go to college?
5. What will Bruno's starting salary be?
6. What will Bruno have to do in order to get a promotion?
7. When will Bruno start working?
8. Is it polite for Bruno to shake hands with the interviewer? Does he?
9. What does Bruno say to the interviewer when he is ready to leave?

MICROCONVERSATION 1: Practice these conversations with another student.

Student A: Tell me something about yourself. What are some of the things that you like to do?

Student B: I like to paint.
listen to music.
read.
play baseball.

MICROCONVERSATION 2

Student A: We need somebody who is very qualified for this job. What are some of your special abilities?

Student B: I know how to program a computer.
type.
sell.
drive a truck.

MICROCONVERSATION 3

Student A: Do you have any questions about the job?

Student B: How much vacation do I get?
sick leave
overtime

MICROCONVERSATION 4

Student A: What is your educational background?

Student B: I have a high school diploma.
college degree.
business school certificate.

MICROCONVERSATION 5

Student A: What are some of the fringe benefits?

Student B: You'll be given a car to use.
get health insurance.
get free dental care.
get a pension.

ROLE PLAY

Choose another student to be Mr. Brown.

1. Mr. Brown asks you about your educational background. Tell him about the schools you have been to, and some of the things you have studied.
2. Mr. Brown asks you why you think you are qualified for the job. Tell him about your special abilities.
3. Mr. Brown asks you if you have any questions. Ask him about the salary, working hours, and fringe benefits.

POINTS FOR DISCUSSION

1. Have you ever been interviewed? How did you feel? Nervous?
2. What did the interviewer ask you?
3. Would you find it hard to tell someone about your experiences and achievements? Is it polite to tell about yourself and about all the things you have done?
4. Are Americans too worried about being "on time"? What would happen if you were late for a job interview?
5. In your country, is it polite to look at the person you are speaking to? How do Americans feel about that?
6. Should you smoke? Should you chew gum?
7. Do you think most people feel nervous during a job interview? What can you do to help yourself relax? Should you arrive a few minutes before the interview?
8. Why is the job interview important?